



CHRTAS CES

Cancellation Management

Function

for

Training Managers



CHRTAS CES Training Manager Function



Civilian Human Resources Training Application System

Registrar Functions

- ☐ Process / Review Applications
- ☐ Process Bulk VTT/DL Applications
- ☐ Process Bulk Applications
- ☐ View Cancellation Requests
- ☐ Update CHRTAS Profile Data
- ☐ Update CHRTAS Profile DOB
- ☐ Generate CHRTAS Application
- ☐ View Supervisor Pending Applications
- ☐ VTT/DL Site Requests
- ☐ CHRA Travel Management
- ☐ View Class Roster
- ☐ View CHRTAS Menu



Training Manager selects “View Cancellation Requests”₂



Cancellation Request Query

Cancellation Request Query

Options

Training Type
Select the training type.
☒ Civilian HR Training ☐ Civilian Education System (CES)

Requests
Please select an option for viewing the cancellation requests
☒ Pending Requests ☐ Approved Requests

Region
Select a region from the droplist below.

Course (Optional)
View Cancellations for one course

-- No region has been selected.

Submit

Press the 'View Applications' button to continue.
[View Applications](#)

Training Managers chooses appropriate "Training Type" 3



Options

Training Type

Select the training type.

☐ Civilian HR Training ☒ Civilian Education System (CES)

Requests

Please select an option for viewing the cancellation requests

☒ Pending Requests ☐ Approved Requests

CES Course Groups

Hold down <Ctrl> to select multiple groups.

Basic (Clsm)

Intermediate (Clsm)

Advanced (Clsm)

Foundation (DL)

Basic (DL)

Intermediate (DL)

Advanced (DL)

Select the Course or Courses for which you want to determine if there are any cancellation requests.

School Code

Select a school code from the drop down list below

School Code

Can only review requests for one School at a time.

Organization

Hold down <Ctrl> to select multiple organizations.

ACQUISITION SUPPORT CENTER (ASC) (F1)

ARMY AUDIT AGENCY (AAA) (GA)

ARMY CONTRACTING AGENCY (ACA) (F8)

ARMY MATERIEL COMMAND (AMC) (AA)

ARMY MILITARY ACADEMY (USMA) (GG)

ARMY PACIFIC (USARPAC) (HF)

Select All

Remove All

Most Training Managers will only see one Organization.

Submit

Press the 'View Applications' button to continue.

View Applications



Training Manager Has Made Their Chooses



Options
Training Type
Select the training type.
<input type="radio"/> Civilian HR Training <input checked="" type="radio"/> Civilian Education System (CES)
Requests
Please select an option for viewing the cancellation requests
<input checked="" type="radio"/> Pending Requests <input type="radio"/> Approved Requests
CES Course Groups
Hold down <Ctrl> to select multiple groups.
<div>Basic (Clsm) Intermediate (Clsm) Advanced (Clsm) Foundation (DL) Basic (DL) Intermediate (DL) Advanced (DL)</div>
School Code
Select a school code from the drop down list below
School Code <input type="text" value="701J"/>
Organization
Hold down <Ctrl> to select multiple organizations.
<div>EIGHTH ARMY (EUSA) (HE) FORCES COMMAND (FORSCOM) (NI) HUMAN RESOURCES COMMAND (HRC) (9B) INSTALLATION MANAGEMENT CMD (IMCOM) (FO) INTEL AND SECURITY COMMAND (INSCOM) (HK) MEDICAL COMMAND (MEDCOM) CIVILIANS (XC)</div> <div>Select All Remove All</div>
Submit
Press the 'View Applications' button to continue.
<div>View Applications</div>

Click "View Applications" to review/process Cancellation requests⁵



List of Cancellation Requests



Civilian Human Resources Training Application System

[Main Menu](#)



1/27/2008

CHRTAS Application System

Cancellation Requests

Click on the student name to review their application. To cancel an application, click the 'C' button next to the application to cancel. To substitute an application, click the 'S' button next to the application you would like to substitute. You may sort the applications by clicking on the column header.

[S](#) Perform Substitution [C](#) Cancel Application

Pending Applications to Cancel / Substitute												
		Name	SSN	FY	SCH	CRS	CLS	Phase	Status	Priority	Start Date	End Date
C	S	GROGAN, THERESA J	227821860	2008	701J	1-250-C60	008	2	Reservation	1	May 12, 2008	May 23, 2008
C	S	HEAD, MICKEL P	245135985	2008	701J	1-250-C60	008	2	Reservation	1	May 12, 2008	May 23, 2008
C	S	MURRAY, PATRICIA A	500688364	2008	701J	1-250-C60	008	2	Reservation	1	May 12, 2008	May 23, 2008
C	S	SCALA, ANNE V	190605562	2008	701J	1-250-C60	009	2	Reservation	1	Jun 09, 2008	Jun 20, 2008
C	S	PERKINS, KIMBERLY A	523310713	2008	701J	1-250-C60	010	2	Wait	1	Jul 14, 2008	Jul 25, 2008

Supervisor has already reviewed and concurred



Reviewing/Canceling the Application



Civilian Human Resources Training Application System

[Main Menu](#)















1/27/2008

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 Perform Substitution  Cancel Application

Pending Applications to Cancel / Substitute												
		Name	SSN	FY	SCH	CRS	CLS	Phase	Status	Priority	Start Date	End Date
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		HEAD, MICKEL P	245135985	2008	701J	1-250-C60	008	2	Reservation	1	May 12, 2008	May 23, 2008
		MURRAY, PATRICIA A	500688364	2008	701J	1-250-C60	008	2	Reservation	1	May 12, 2008	May 23, 2008
		SCALA, ANNE V	190605562	2008	701J	1-250-C60	009	2	Reservation	1	Jun 09, 2008	Jun 20, 2008
		PERKINS, KIMBERLY A	523310713	2008	701J	1-250-C60	010	2	Wait	1	Jul 14, 2008	Jul 25, 2008

Click on the Student name to review their Application.

To cancel the Application, click the 'C' button next to the Application.

This list should be reviewed every time you access CHRTAS.



Reviewing Application Before Denying/Approving Cancellation



Civilian Human Resources Training Application System		Main Menu
Cancellation Review		
Course Info:		
FY: 2008 School: 701J Course: 1-250-C60 Phase: 2 Class: 008		
Course Title: CIVILIAN LEADER BASIC		
School Name: ARMY MGMT STAFF COLLEGE- WEST		
Class Location: FT LEAVENWORTH, KS		
Report Date: 5/11/2008 Start Date: 5/12/2008 End Date: 5/23/2008		
Delivery Method: Classroom Remarks: Priority:		
Student Info:		
SSN: 227821860 Last Name: GROGAN First Name: THERESA MI: J DOB: 11/26/1952 Gender: F		
Home Street: 216 EAST KELLY AVENUE City: HAMPTON State: VA ZIP: 23663 -		
Disabilities: N Special Requirements:		
Pay Plan: NF Pay Grade: 04		
Student's Contact Info:		
Duty Address: PO BOX 51106 City: FT MONROE State: VA ZIP: 23651 -		
Unit Country: USA		
Phone: 757 - 788 - 4308 ext.		
DSN: 680 - 4308 Fax: 757 - 757 - 4354		
Email: t.grogan@us.army.mil		
Student Remarks:		
None ...10/17/2007		
Reason For Cancellation: Change in Requirements		
Have taken OLE ...		
Supervisor Remarks:		
...9/5/2007 11:22:49 AM		
Update / Insert Quota Manager Comments Concerning this Cancellation:		
Cancel Reason: Change in Requirements ...7:31:56 AM 9/6/2007		
<< Back		
<< Deny Cancellation		
Approve Cancellation >>		
Questions? Problems? Suggestions? Please email us now.		
THIS WEB SITE IS FOR OFFICIAL USE ONLY		
Update CHRTAS Profile Data	Process/Review Applications	Cancellation Management
Supervisor Pending Applications	ATRRS Portals	



Bottom of Previous Application

Update / Insert Quota Manager Comments Concerning this Cancellation:

Cancel Reason:

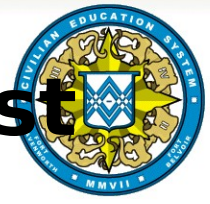
OLE completed; BC not required.

<< Back

<< Deny Cancellation

Approve Cancellation >>

Before the Training Manager clicks the “Approve Cancellation” button, the Training Manager must review the “Cancel Reason” block to ensure there is a selection. If the block is empty, click the drop-down arrow and make a selection. If necessary, enter additional explanation in the free-text comments block.



Approving a Cancellation Request

Update / Insert Quota Manager Comments Concerning this Cancellation:

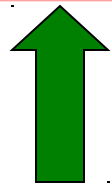
Cancel Reason:

OLE completed; BC not required.

<< Back

<< Deny Cancellation

Approve Cancellation >>



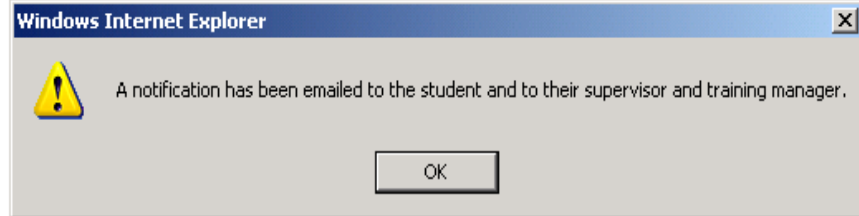
To approve, click “Approve Cancellation”



Email Sent to Student, Supervisor, & Training Manager



Civilian Human Resources Training Application System





Identifies Cancellation Request You Just Approved



GROGAN, THERESA J has been cancelled for the class listed below:

Cancellation Date: 1/27/2008

FY: 2008 School: 701J Course: 1-250-C60 Phase: 2 Class: 008

Course Title: CIVILIAN LEADER BASIC

School Name: ARMY MGMT STAFF COLLEGE- WEST

Class Location: FT LEAVENWORTH, KS

Report Date: 5/11/2008 Start Date: 5/12/2008 End Date: 5/23/2008

Delivery Method: Classroom

<< View more applications



Return to List of Cancellation Requests



GROGAN, THERESA J has been cancelled for the class listed below:

Cancellation Date: 1/27/2008

FY: 2008 School: 701J Course: 1-250-C60 Phase: 2 Class: 008

Course Title: CIVILIAN LEADER BASIC

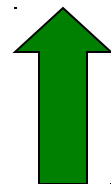
School Name: ARMY MGMT STAFF COLLEGE- WEST

Class Location: FT LEAVENWORTH, KS

Report Date: 5/11/2008 Start Date: 5/12/2008 End Date: 5/23/2008

Delivery Method: Classroom

<< View more applications



Click



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1/27/2008

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Select another Cancellation Request to be Processed